

GREATER LETABA MUNICIPALITY

P.O Box 36, Modjadjiskloof, 0835, Tel (015) 309 9246/7/8,
Fax (015) 309 9419, Email:greaterletaba@glm.gov.za

Greater Letaba Municipality invites suitably qualified candidates to apply for the following positions:

CORPORATE SERVICES DEPARTMENT

DIRECTOR: CORPORATE SERVICES

This is a re-advertisement, applicants who applied in the past are welcome to apply if they are still interested.

TOTAL REMUNERATION PACKAGE: NEGOTIABLE

Contract shall endure until twelve months after the next local government elections.

REQUIREMENTS:

An appropriate Bachelor's Degree or equivalent. A postgraduate qualification in a relevant field will be an added advantage. The candidate must have at least a minimum of Five years relevant management experience preferably in local government. A valid driver's license.

COMPETENCIES:

- In-depth knowledge and extensive understanding of Human Resource management, Labour relations, Skills development, Occupational health and safety, Legal services, Council services, Information technology, different municipal regulations and related legislative frameworks.
- A dynamic, self-starter, results-driven, innovative and team player with strong strategic leadership and management abilities.
- Ability to work long hours and under pressure.
- Knowledge in multi-discipline is essential.
- Interpretation and implementation of the legislative and national policy frameworks.
- Advanced mediation and negotiation skills.
- Excellent written and verbal communication skills.

KEY PERFORMANCE AREAS:

"To be an outstanding agro processing and eco-cultural tourism hub"

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- Provide strategic support and oversee the provision of effective support services by units within the directorate which includes human resources, information technology, legal services, council secretariat and administration, occupational health and safety and customer care.
- Develop and manage the formulation and implementation of human resource strategy and plan, by-laws, policies and procedures in line with national policy framework and guidelines.
- Compile and review delegation of powers and functions.
- Provide strategic leadership in employee provision and utilization.
- Manage the provision of secretariat services to Council and its committees.
- Compile the directorate's quarterly, mid-term and annual reports in line with legislation for the the council and other state organs.
- Address the directorate audit queries raised by the Auditor-General and Internal Auditor.
- Ensure that compliance and risk management system implementation within the directorate is executed.
- Develop and implement all plans and strategies that are pertinent to the directorate.

INFRASTRUCTURE DEVELOPMENT AND PLANNING

TLB OPERATOR (TWO POSTS)

Salary: R114 323.76

Requirements: Grade 12 and or Equivalent. A valid code C driver's license. Good Human Relations and Interpersonal Skills.

Duties and Responsibilities: •Operate TLB from base to work. •Adhere to safety rules and regulations. • Maintain parks and open spaces. Carry out the prescribed pre-trip inspection. •Report any problems to the immediate superior. •Monitor the performance of the subordinates.

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FINANCE DEPARTMENT

FLEET AND ASSET OFFICER (ONE POST)

Salary: R190 468.89 p.a

Requirements: National Diploma in Accounting / B Com in Accounting or Equivalent. Valid driver's license is an essential requirement and advanced computer literacy. Two to three years relevant experience.

Duties and Responsibilities: •Compile and maintain the assets and inventory register of the Council. • Transfer and write off of assets. • Carry out physical verification of all municipal assets per department. •Updates office data. • Label new assets or re-label assets where necessary. • Reconcile monthly log sheet, issue, control and monitor vehicles in line with policies, control systems and procedure • File transport documents.(petrol slips and log sheet). • Assist the supervisor with the monthly fleet reconciliation. •Investigate inquiries and submit report to the supervisor for appropriate action.

Greater Letaba Municipality is an equal opportunity and affirmative action employer. It is our intention to promote representation (race, gender and disability) in the municipality through filling of these positions and candidates whose appointment /transfer/promotion will promote representation will receive preference. The municipality reserves the right not to fill any of the advertised position(s).

Interested persons may send an application letter stating clearly the position the applicant is applying for, accompanied by curriculum vitae, certified copy of ID and certified copies of qualifications. Short listed candidates may be required to produce original copies of qualifications on or before appointment.

Correspondences will only be entered into with short listed candidates. If you do not receive notifications regarding your applications within 90 days of the closing date, kindly assume that your application was not successful. Applicants will be penalized for canvassing.

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Please forward all applications to: **The Municipal Manager, Greater Letaba Municipality. P.O. Box 36, Modjadjiskloof 0835** or applications may be hand delivered at the **Municipal Offices: Civic Centre, 44 Botha Street, and Modjadjiskloof**. Faxed, Late, e-mailed and Z83 applications will not be accepted.

Enquiries : Ms .T.M Mahlagaume and Mr S.P Mapatha @ (015) 309 9246/7/8

Closing date: 28 February 2014



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